

TRAINING PROGRAM OF INSTRUCTION (TPI)
FOR
DINFOS-IPC
INTERMEDIATE PHOTOJOURNALISM COURSE



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INTERMEDIATE PHOTOJOURNALISM COURSE

TRAINING PROGRAM OF INSTRUCTION

Table of Contents

<u>Element</u>	<u>Page</u>
Preface	4
Functional Area 1 - Photography for Journalists (Phase 1A)	7
Introduction to Photojournalism	
Composition	
Camera Systems I (35mm SLR)	
Camera Systems II (Exposure Control)	
Camera Systems III (Exposure Meter Techniques)	
Cutline/Caption	
Copy Editing	
Feature Stories	
Mid-Phase Practical Application	
Lenses and Filters	
Electronic Flash	
Final Application	
Functional Area 2 - Journalism for Photographers (Phase 1B)	19
Introduction to Photojournalism	
Definition and Evaluation of News	
Introduction to Newswriting	
Copy Editing	
Cutlines/Captions	
Camera Systems III (Exposure Meter Techniques)	
Composition	
Newswriting I (Leads)	
Newswriting II (Structure/Attribution)	
Newswriting III (Interviews)	
Electronic Flash	
Feature Stories	
Functional Area 3 - Digital Imaging and Product Software	31
Introduction to Electronic Imaging (EI)	
Electronic Imaging Ethics	
EI Station Basic Operations	
Digital Camera System Operations	
Adobe Photoshop	
Adobe Photoshop Exercise	
EI Darkroom Techniques	
Transmitting/Receiving Images	
Desktop Publishing	

Functional Area 4 - Photojournalism Theory and Application

40

- Color Photography
- Visual Communications
- Publication and Market Research
- Feature Pictures
- Multiple Flash
- Environmental Portrait
- Sports Photography
- Magazine Cover
- News Photography
- Mechanics of Layout and Design
- Picture Page Fundamentals
- Final Exercise for Publication

Functional Area 5 - Course Administration

52

- In-processing
- Course Critique
- Outprocessing
- Graduation

* Functional Area 1 (Phase 1A) and Functional Area 2 (Phase 1B) are taught concurrently to the journalists and photographers. Classes reunite during Functional Area 3.

TRAINING PROGRAM OF INSTRUCTION

Preface

TRAINING PROGRAM OF INSTRUCTION FILE NUMBER (TPFN): DINFOS-IPC

TITLE: Intermediate Photojournalism Course

TRAINING LOCATION: Defense Information School, Fort George G. Meade, Maryland

SPECIALTY AWARDED: USN 8147

PURPOSE: To provide Service journalists and photographers, both military and civilian, with photojournalism skills necessary to support public affairs and visual information objectives and programs.

COURSE DESCRIPTION: Primary emphasis is placed on training photojournalism skills for photographers and journalists to effectively meet Service public affairs and visual information objectives. Areas of instruction include: the interrelationships of writing and photography, news and feature writing, layout and design principles, basic and advanced photographic techniques and production; including electronic imaging, desktop publishing, digital cameras, image transmission and archiving.

PREREQUISITES:

1. Journalists:

- a. Military: E-3 (USN, USAF) or above; E-3 – E-6 (ARMY); E-4 (USMC, USCG) or above.
- b. USAF: Students must possess a fully qualified 5-level journeyman AFSC.
- c. Civilian: Employees of DoD or other federal agencies, GS-5 and above.
- d. Graduate of the Defense Information School's Basic Journalist Course, DINFOS-BPAS-W (fka AFIS-BJC); or a minimum of 15 hours credit for college level coursework in related or comparable areas.
- e. Minimum of one year of Service journalism experience. (Six months – ARMY)
- f. Ability to type 20 words per minute.
- g. International students: English Comprehension Level (ECL) of 85, have a solid understanding of English language usage, grammar and syntax, and be able to type 20 words per minutes. Students must be a graduate of DINFOS-BPAS-W/AFIS-BJC or DINFOS-PAOQC/AFIS-PAOQC, or a minimum of 15 hours credit for college journalism coursework and a minimum of one year experience on a newspaper staff.

2. Photographers:

- a. Military: E-3 (USA, USN,) or above; E-4 (USMC, USAF, USCG) or above
- b. USAF: Students must possess a fully qualified 5-level journeyman AFSC.
- c. Civilian: Employees of DoD or other federal agencies, GS-5 and above.
- d. Service Testing Scores:

USA: GT of 110

USN: Combined GCT and CLER of 110 or combined

WK, AD and NO of 163
USAF: AQE of 43
USMC: CL of 110

- e. Graduate of a Service school photography course, or a minimum of 15 hours credit for college level coursework in related or comparable areas.
- f. Minimum of one year experience in a Service photography laboratory.
- h. Ability to type 20 words per minute.
- i. International students: English Comprehension Level (ECL) of 85, have a solid understanding of English language usage, grammar and syntax, and be able to type 20 words per minutes. Students must be a graduate of a service school photography course, or have a minimum of 15 hours credit for college level coursework in related or comparable areas and a minimum of one year of photography experience in support of a newspaper staff/publication.

International Students:

Due to the extensive amount of writing required for the course, international students must have a solid understanding of English language usage, grammar and syntax. Students must score an 85 on the English Comprehension Level (ECL) Test and be able to type. These requirements cannot be waived.

1. Journalists:

Graduate of DINFOS-BPAS-W/AFIS-BJC or DINFOS-PAOQC/AFIS-PAOC, or a minimum of 15 hours credit for college journalism coursework. Minimum of one year of experience on a newspaper staff. Ability to type 20 words per minute.

2. Photographers:

Graduate of a Service school photography course, or a minimum of 15 hours credit for college level coursework in related or comparable areas. Minimum of one year of photography experience in support of a newspaper staff/publication. Ability to type 20 words per minute.

SECURITY CLEARANCE: N/A

CLASS SIZE:

MAXIMUM	16
MINIMUM	6
ANNUAL COURSE CAP	96

COURSE LENGTH: 40 Training Days

ACADEMIC HOURS: 313 Hrs

ADMINISTRATIVE HOURS: 7 Hrs

TOTAL COURSE HOURS: 320 Hrs*

* The sum of the hours in TYPE/METHOD OF INSTRUCTION listed below is greater than the total number of course hours due to the concurrent training in Functional Areas 1 and 2.

INSTRUCTOR CONTACT HOURS: 797 Hrs

TYPE/METHOD OF INSTRUCTION:

1. Lecture (L)	61 Hrs
2. Performance Exercise (PE)	343 Hrs
3. Demonstration (D)	4 Hrs
4. Examination	16 Hrs
Performance Examination (EP)	13 Hrs
Written Examination (EW)	3 Hrs
6. Administration (AD)	7 Hrs

TRAINING START DATE: July 2004

ENVIRONMENTAL IMPACT: None. DoD policy was followed to assess the environmental impact.

MANPOWER: The Interservice Training Review Organization (ITRO) formula was used to determine the number of instructors required.

EQUIPMENT AND FACILITIES: The Course Design Resource Estimate (CDRE) contains this information.

TRAINING DEVELOPMENT PROPONENT: Defense Information School,
Directorate of Training, (DINFOS/DOT): (301) 677-3273; DSN 622-3273

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-001-

UNIT TITLE: Introduction to Photojournalism

TPFN HOURS AND TYPE: 7L

TPFN TOTAL HOURS: 7

PREREQUISITE TPFN: None

TASK(S): 001 Understand concept of photojournalism.
 002 Tour facilities/reference library.

SUMMARY OF INSTRUCTION: Students receive an introduction and explanation of military photojournalism concepts. Students participate in an administrative orientation on course procedures, document control, maps and grading procedures. Students tour the photojournalism facilities and the reference library. Instructors discuss course requirements, issue textbooks, photo equipment, and course materials.

REFERENCES: DINFOS Journalism Handbook; DINFOS POPMAN; The Associated Press Photojournalism Stylebook; *Photography*, Sixth Edition, London and Upton; *Photojournalism*, Kobre; Adobe Photoshop, User Guide/Adobe Pagemake User Guide; Nikon D-1 User's Manual; Nikon SB28DX Instruction Manual

INSTRUCTOR/STUDENT RATIO: 1:8(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-002-

UNIT TITLE: Composition

TPFN HOURS AND TYPE: 3L

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S):

001	List and explain nature/purpose of photographic composition.
002	List and describe major elements of composition.
003	Apply basic concepts/principles of composition.

SUMMARY OF INSTRUCTION: Students receive instruction in the basic concepts and principles of composition and its application. They will also receive instruction on the nature and purpose of photographic composition, the major elements of composition, major weaknesses in composition and recommended elements that are needed. Students must complete required reading and attain a minimum score of 70 percent on a written exam at the completion of Functional Area 1 (DINFOS-IPC-001-012).

REFERENCES: *Photography*, Davis; *Photography*, Upton and London

INSTRUCTOR/STUDENT RATIO: 1:8(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-003-

UNIT TITLE: Camera Systems I (35mm SLR)

TPFN HOURS AND TYPE: 1L; .5D; 6.5 PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001 Identify major parts of 35mm SLR cameras.
 002 Demonstrate knowledge of basic camera operations.
 003 Load and unload practice film.

SUMMARY OF INSTRUCTION: Students receive instruction on the major parts of the 35mm single lens reflex (SLR) camera. Students are taught how to load the camera and advance, rewind and unload the film with a dummy roll; and then will demonstrate the loading, advance and rewind of the film. Students will shoot a practice roll. Students must complete required reading and attain a minimum score of 70 percent on a written exam at the completion of Functional Area 1 (DINFOS-IPC-001-012).

REFERENCES: *Photography*, Upton and Upton; *Photography*, Davis; Nikon F5 User's Manual

INSTRUCTOR/STUDENT RATIO: 1:8 (L,D,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-004-

UNIT TITLE: Camera Systems II (Exposure Control)

TPFN HOURS AND TYPE: 1L; 11PE

TPFN TOTAL HOURS: 12

PREREQUISITE TPFN: DINFOS-IPC-001-003

TASK(S):

001	Identify camera exposure controls methods.
002	Demonstrate shutter aperture preferred techniques.
003	Load and unload practice film.

SUMMARY OF INSTRUCTION: Students receive instruction on how to identify key terms and concepts of exposure control mechanisms. They will explain the function of f/stops and the relationship of one to another; explain the function of shutter speeds and their relationships; describe the use of film speed (ISO) and exposure; cite two advantages of using equivalent exposures; and, using a 35mm camera and film, shoot one roll of photographs on assigned subjects, correctly applying the principles of f/stops, shutter speeds and equivalent exposures. Students will shoot assigned subjects. Students must complete required reading and attain a minimum score of 70 percent on a written exam at the completion of Functional Area 1 (DINFOS-IPC-001-012).

REFERENCES: *Photography*, Upton and London; *Photography*, Davis; Nikon F5 User's Manual; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE,EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: AFIS-IPC-001-005-

UNIT TITLE: Camera Systems III (Exposure Meter Techniques)

TPFN HOURS AND TYPE: 1L; 14PE

TPFN TOTAL HOURS: 15

PREREQUISITE TPFN: DINFOS-IPC-001-003

TASK(S):

001	Identify front, side and back lighting.
002	Demonstrate proper exposure controls and light meter techniques.
003	Shoot one roll film on assigned subjects.

SUMMARY OF INSTRUCTION: Students receive instruction in identifying the major functions of the light meter; the types of light meters and their use; how the built-in light meter in or on the 35mm single lens reflex camera is programmed to obtain the correct exposure; how to take proper light meter readings for a series of lighting situations, and, using a 35mm single lens reflex camera, how to determine correct exposure. Students will shoot one roll on assigned subjects.. Students must complete required reading and attain a minimum score of 70 percent on a written examination at the completion of Functional Area 1 (DINFOS-IPC-001-012).

REFERENCES: Photography, Upton and London; Photography, Davis; NIKON FM5 camera User's Manual; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE,EP)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-006-

UNIT TITLE: Cutlines/Captions (Enabling)

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S): 001 Use the basic methods and guidelines for writing cutlines/captions

SUMMARY OF INSTRUCTION: Students receive instruction on basic methods and guidelines for writing cutlines; the format of, and differences between normal, skeleton and nameline/tagline cutlines. Skills learned from this instruction will serve as a foundation for students throughout this course.

REFERENCES: *Photojournalism*, Rothstein; *Visual Impact in Print*, Hurley-McDougall; *Designing the Total Newspaper*, Arnold; *The Newspaper Designer's Handbook*, Harrower

INSTRUCTOR/STUDENT RATIO: 1:16 (L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-007-

UNIT TITLE: Copy Editing (Enabling)

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S): 001 Explain concepts of copy editing and news copy format.
 002 Correct mechanical and stylebook errors using copy-editing
symbols.

SUMMARY OF INSTRUCTION: Students receive instruction on the concepts of copy editing and news copy format. They are presented examples of proper news copy format. Additionally, students will be introduced to the proper use and reference applications of the Associated Press Stylebook. Students will be evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Skills learned from this instruction will serve as a foundation for students throughout the course.

REFERENCES: *Photojournalism*, Rothstein; *Visual Impact in Print*, Hurley-McDougall; *Designing the Total Newspaper*, Arnold; *The Newspaper Designer's Handbook*, Harrower; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-008-

UNIT TITLE: Feature Stories (Enabling)

TPFN HOURS AND TYPE: 3L

TPFN TOTAL HOURS: 3

PREREQUISITE TPFN: None

TASK(S):

001	Explain the basic methods and guidelines for writing feature leads.
002	State the characteristics of different types of features.
003	Review feature writing techniques
004	Review personality feature writing techniques

SUMMARY OF INSTRUCTION: Students receive instruction on the basic methods and techniques for writing feature leads. The students will state the characteristics of different types of features. Students receive instruction on the basic methods and techniques for writing human interest feature stories. Students will complete their feature stories as directed by the instructor. Copy must be copy-edited and meet standards for publication in a military newspaper. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Skills learned from this instruction will serve as a foundation for students throughout the course.

REFERENCES: *The Complete Book of Feature Writing*, Leonard Witt; *Write to be Read*, Benton Rain Patterson; Associated Press Stylebook; DOT-PAD Writing Features Handbook; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1

PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-009-

UNIT TITLE: Mid-Phase Practical Application

TPFN HOURS AND TYPE: .5L;12.5PE

TPFN TOTAL HOURS: 13

PREREQUISITE TPFN: DINFOS-IPC-001-002-, DINFOS-IPC 001-003-, DINFOS-IPC-001-007-, DINFOS-IPC-001-008-

TASK(S):

- 001 Shoot personality feature pictures.
- 002 Shoot informal portraits (basic lighting within subject's environment).
- 003 Shoot scenic photos (hardware photos – landscape and architecture).

SUMMARY OF INSTRUCTION: Students will apply all previous instruction in using the principles of composition, exposure controls and exposure meter techniques in shooting assigned subjects. Subjects to be photographed are a personality feature, an informal portrait and a scenic. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist.

REFERENCES: *Photography*, Upton and London; *The Perfect Photograph*, Feininger; IPC Grading Checklist.

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-010-

UNIT TITLE: Lenses and Filters

TPFN HOURS AND TYPE: 1L; 15PE

TPFN TOTAL HOURS: 16

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

001	Identify characteristics and use of lenses and filters.
002	Discuss the six major lens classifications.
003	Demonstrate correct use of each lens.
004	Demonstrate how to compute proper exposure with the use of filter factors.
005	Shoot several subjects with assigned lenses and filters.
006	Shoot several subjects using lenses of student's choice.

SUMMARY OF INSTRUCTION: Students receive instruction on the characteristics and uses of lenses and filters; the six major lens classifications and an example of the correct use of each; and, how filter factors must be considered when computing exposure. The students photograph several subjects using assigned lenses and filters and then photograph several subjects using lenses of their choice to demonstrate the impact of the lens on the depiction of the subject. Students are graded in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum score of 70 percent on a written exam at the completion of Functional Area 1 (DINFOS-IPC-001-012).

REFERENCES: *Basic Guide to Photography*, Petersen; *Photography*, Davis; *Photography*, Upton and London; Nikon F5 User's Manual; Advanced Camera Techniques, Kodak Company; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: Students will be briefed on the care, mounting and storage of lenses and filters.

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-011-

UNIT TITLE: Electronic Flash

TPFN HOURS AND TYPE: 2L; 14PE

TPFN TOTAL HOURS: 16

PREREQUISITE TPFN: All previous TPFNs

TASK(S): 001 Identify the techniques of flash photography.
002 Apply flash techniques during a shooting assignment.

SUMMARY OF INSTRUCTION: Students receive instruction on shutter settings for the 35mm SLR camera and how they synchronize with the electronic flash; how exposure is determined with a manual flash; and the five off-camera, basic flash techniques of direct, bounce, diffused, fill and open flash. Students will shoot and process film, make contact proofs and print 5x7 photographs -- one of each flash technique. Students are graded in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 1 (DINFOS-IPC-001-012).

REFERENCES: *Basic Guide to Photography*, Petersen; Upton and London;
Photography, Davis; Nikon F5 User's Manual; SB-28 Electronic Flash Manual; IPC
Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: Students will receive safety briefing on electric shock and using flash in a volatile environment.

FUNCTIONAL AREA 1
PHOTOGRAPHY FOR JOURNALISTS (Phase 1A)

TPFN: DINFOS-IPC-001-012-

UNIT TITLE: Final Application

TPFN HOURS AND TYPE: .5L;14.5EP; 1EW

TPFN TOTAL HOURS: 16

PREREQUISITE TPFN: All previous TPFNs

TASK(S):

001	Apply techniques learned in FA1.
002	Shoot, process, select photographs of assigned subjects.
003	Complete Functional Area 1 written test.

SUMMARY OF INSTRUCTION: Students will shoot, process, make contact sheets, and print 5x7 photographs of assigned subjects. Students are required to use a variety of lenses applying all previous training in Phase 1A; including selective focus, low light, flash and filters. Students are graded in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum score of 70 percent on a written exam for Functional Area 1.

REFERENCES: All previous references listed.

INSTRUCTOR/STUDENT RATIO: 1:8(L,EP,EW)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-001-

UNIT TITLE: Introduction to Photojournalism

TPFN HOURS AND TYPE: 7L

TPFN TOTAL HOURS: 7

PREREQUISITE TPFN: None

TASK(S): 001 Explain concept of photojournalism.
002 Tour facilities/reference library.

SUMMARY OF INSTRUCTION: Students receive an introduction and explanation of military photojournalism concepts. Students participate in an administrative orientation to course procedures, document control, maps and grading procedures. Students will tour the photojournalism facilities and the reference library. Instructors discuss course requirements issue textbooks, photo equipment, and course materials.

REFERENCES: DOT-PAD "Writing News Features"; *Write to be Read*, Barton, Patterson; *Grammar for Journalists*, Callihan; DINFOS POPMAN; The Associated Press Photojournalism Stylebook; *Photography*, Sixth Edition, London and Upton; *Photojournalism*, Kobre; Adobe Photoshop User Guide/Adobe PageMaker User Guide; IPC Student Course Handouts

INSTRUCTOR/STUDENT RATIO: 1:8(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-002-

UNIT TITLE: Definition and Evaluation of News

TPFN HOURS AND TYPE: 1L; 7PE

TPFN TOTAL HOURS: 8

PREREQUISITE TPFN: None

TASK(S): 001 Interpret and apply basic concepts for defining and evaluating news.

SUMMARY OF INSTRUCTION: Students receive instruction in interpreting and applying basic concepts for defining and evaluating news. Additionally, students will be taught the basic definitions, elements and types of news. Students then evaluate a series of stories in a daily newspaper for news elements and select stories which illustrate each of the elements of mass appeal, and evaluate a list of events for their news value, selecting those having greater news value. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (DINFOS-IPC-002-012).

REFERENCES: *Write to be Read*, Benton Rain Patterson; *Grammar for Journalists*, Callihan; DOT-PAD Newswriting Handbook; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-003-

UNIT TITLE: Introduction to Newswriting

TPFN HOURS AND TYPE: 1L; 5PE

TPFN TOTAL HOURS: 6

PREREQUISITE TPFN: None

TASK(S):

001	List differences between literary English and newspaper style.
002	Avoid wordiness by using appositives, possessives and active voice.
003	Eliminate fragments, run-ons and dangling or misplaced modifiers.

SUMMARY OF INSTRUCTION: Students receive instruction in the basic techniques in applying proper grammar; how to rewrite sentences to correct sentence fragments, dangling or misplaced modifiers and run-on sentences; and demonstrate the use of appositives, possessives, active voice, etc. Students will then apply these techniques in a practical exercise by correcting grammatically incorrect examples and eliminating trite and superfluous words. Instructors will emphasize the daily reading of newspapers and listening to radio and television newscasts. Practical exercise will be critiqued in class. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (DINFOS-IPC-002-012).

REFERENCES: *Grammar for Journalists*, Callihan; *Write to be Read*, Benton Rain Patterson; Copyediting handout; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-004-

UNIT TITLE: Copy Editing

TPFN HOURS AND TYPE: 1L; 5PE

TPFN TOTAL HOURS 6

PREREQUISITE TPFN: DINFOS-IPC-002-003-

TASK(S): 001 Explain concepts of copy editing and news copy format.
002 Correct mechanical and stylebook errors using copy-editing symbols.

SUMMARY OF INSTRUCTION: Students receive instruction on the concepts of copy editing and news copy format. They are presented examples of proper news copy format and copy edit the material. Additionally, students will be introduced to the proper use and reference application of the Associated Press Stylebook. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Skills learned from this instruction will serve as a foundation for students throughout the course. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (DINFOS-IPC-002-012).

REFERENCES: *Grammar for Journalists*, Callihan; The Associated Press Stylebook; Copyediting handout; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-005-

UNIT TITLE: Cutlines/Captions

TPFN HOURS AND TYPE: .5L; .5PE

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: DINFOS-IPC-002-004

TASK(S):

001	Use the basic methods and guidelines for writing cutlines/captions.
002	Write one of the four parts of a normal caption with the aid of a photograph provided.
003	Write a complete caption for each of three photographs provided.

SUMMARY OF INSTRUCTION: Students receive instruction on basic methods and guidelines for writing cutlines; the format of, and differences between normal, skeleton and nameline/tagline cutlines. Students will write one of the four parts of a normal cutline with the aid of a photograph provided, according to the instructions given during class. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (DINFOS-IPC-002-012).

REFERENCES: *Photojournalism*, Rothstein; *Visual Impact in Print*, Hurley-McDougall; *Designing the Total Newspaper*, Arnold; *The Newspaper Designer's Handbook*, Harrower

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-006-

UNIT TITLE: Camera Systems III (Exposure Meter Techniques) Enabling

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S): 001 Identify front, side and back lighting.
002 Demonstrate proper exposure controls and light meter techniques.

SUMMARY OF INSTRUCTION: Students receive instruction in identifying the major functions of the light meter; the types of light meters and their use. They are also learn how the built-in light meter on the 35mm single lens reflex camera is programmed to obtain the correct exposure; how to take proper light meter readings for a series of lighting situations using a 35mm single lens reflex camera, and how to determine correct exposure.

REFERENCES: *Photography*, Upton and London; *Photography*, Davis; NIKON F5 User's Manual; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-007-

UNIT TITLE: Composition (Enabling)

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S):

001	List and explain nature/purpose of photographic composition.
002	List and describe major elements of composition.
003	Review basic concepts/principles of composition.

SUMMARY OF INSTRUCTION: Students receive instruction in the basic concepts and principles of composition and its application. They will also receive instruction on the nature and purpose of photographic composition, the major elements of composition, major weaknesses in composition and recommended elements that are needed. Students must complete required reading. Skills learned from this instruction will serve as a foundation for students throughout the course.

REFERENCES: *Photography*, Davis; *Photography*, Upton and London

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2 **JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)**

TPFN: DINFOS-IPC-002-008-

UNIT TITLE: Newswriting I (Leads)

TPFN HOURS AND TYPE: 1L; 9PE

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: DINFOS-IPC-002-002, DINFOS-IPC-002-003, DINFOS-IPC-002-004

TASK(S):

001	Explain inverted pyramid style writing.
002	Explain purpose of summary lead.
003	Name four <u>W</u> 's and <u>H</u> used in summary lead.
004	Discuss ways of identifying the WHO in the lead.
005	Explain local angle and what news quality it represents.

SUMMARY OF INSTRUCTION: Students receive instruction on the basic techniques used in writing news leads; the major pitfalls in writing news leads; the use of W and H elements in a news lead and how to identify these elements in summary news leads. Students will write a series of leads using various lead styles, including the impersonal “who”, and the local angle in a news story. They will write a summary news lead for three news events using the proper lead style, answering the critical “W” and “H” elements and meeting the standards for publication in a command newspaper. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (DINFOS-IPC-002-012).

REFERENCES: *Write to be Read*, Benton Rain Patterson; *Grammar for Journalists*, Callihan; DOT-PAD Newswriting Handbook; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-009-

UNIT TITLE: Newswriting II (Structure/Attribution)

TPFN HOURS AND TYPE: 1L; 11PE

TPFN TOTAL HOURS: 12

PREREQUISITE TPFN: DINFOS-IPC-002-002, DINFOS-IPC-002-003- DINFOS-IPC-002-004, DINFOS-IPC-002-008

TASK(S)	001	Identify different types of bridge paragraphs and their functions.
	002	Write a summary lead and bridge paragraph for a news event.
	003	Identify statements that require attribution.
	004	Copy edit a series of statements and a news story for proper use of attribution.
	005	Write a story about an event from information given on a data sheet.
	006	Complete the programmed text “The When, Where, Why and How of Attribution”.

SUMMARY OF INSTRUCTION: Students receive additional instruction on the inverted pyramid style of writing and basic techniques for ensuring paragraph continuity and paragraph organization; evaluating news stories for their use of the impersonal “who” and other “W” & “H” elements; identifying different types of bridge paragraphs and their functions; writing a summary lead and bridge paragraph for a news event; and identifying statements that require attribution. Students will copy edit a series of statements and a news story for proper use of attribution, and write a story about an event from information given on a data sheet which must conform to the AP Stylebook and meet standards for publication in a military newspaper. Students complete the programmed text “The When, Where, Why and How of Attribution,” and are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (DINFOS-IPC-002-012).

REFERENCES: *Write to be Read*, Benton Rain Patterson; *Grammar for Journalists*, Callihan; DOT-PAD Newswriting Handbook; Associated Press Stylebook; Attribution Worksheet; Programmed text: *The When, Where, Why ad How of Attribution*; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-010-

UNIT TITLE: Newswriting III (Interviews)

TPFN HOURS AND TYPE: 1L; 1D; 12PE

TPFN TOTAL HOURS: 14

PREREQUISITE TPFN: DINFOS-IPC-002-002, DINFOS-IPC-002-003-, DINFOS-IPC-002-004, DINFOS-IPC-002-008, DINFOS-IPC-002-009

TASK(S):

001	Discuss the guidelines for preparing and planning an interview.
002	Apply the techniques of gathering information from an interview.
003	Write a news story complete with interview questions using proper attribution.

SUMMARY OF INSTRUCTION: This instruction helps students recognize basic news interviewing techniques; learn the guidelines for preparing and planning an interview; how to write interview questions and conduct an interview. Students will apply the techniques to writing a news story from an interview. Students are graded in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 2 (DINFOS-IPC-002-012).

REFERENCES: *Write to be Read*, Benton Rain Patterson; *Grammar for Journalists*, Callihan; DOT-PAD Newswriting Handbook; Associated Press Stylebook; Attribution Worksheet; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,D,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 2
JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-011-

UNIT TITLE: Electronic Flash (Enabling)

TPFN HOURS AND TYPE: 2L; 3PE

TPFN TOTAL HOURS: 5

PREREQUISITE TPFN: None

TASK(S): 001 Identify the techniques of flash photography.
002 Apply flash techniques during a shooting assignment.

SUMMARY OF INSTRUCTION: Students receive instruction on shutter settings for the 35mm SLR camera and how they synchronize with the electronic flash; how exposure is determined with a manual flash; and the five off-camera, basic flash techniques of direct, bounce, diffused, fill and open flash. Students will shoot and process film, make contact proofs and print 5x7 photographs -- one of each flash technique. Students are graded in accordance with the IPC Grading Checklist.

REFERENCES: *Basic Guide to Photography*, Petersen; Upton and London;
Photography, Davis; Nikon F5 User's Manual; SB-28 Electronic Flash Manual; IPC
Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L,PE)

SAFETY FACTORS: Students will receive safety briefing on electric shock and using flash in a volatile environment.

FUNCTIONAL AREA 2

JOURNALISM FOR PHOTOGRAPHERS (Phase 1B)

TPFN: DINFOS-IPC-002-012-

UNIT TITLE: Feature Stories

TPFN HOURS AND TYPE: 3L; 24PE; 12EP; 1EW

TPFN TOTAL HOURS: 40

PREREQUISITE TPFN: All Previous TPFNs except DINFOS-IPC-002-007-, DINFOS-IPC-002-011-

TASK(S):

001	Explain the basic methods and guidelines for writing feature leads.
002	State the characteristics of different types of features.
003	Write one of the nine basic types of feature leads.
004	Write three human-interest feature stories.
005	Complete Functional Area 2 written exam.

SUMMARY OF INSTRUCTION: Students receive instruction on the basic methods and techniques for writing feature leads. The students will state the characteristics of different types of features; and write one of the nine basic types of feature leads. Students receive instruction on the basic methods and techniques for writing human interest feature stories. Students will write one human interest feature story using research methods. Students will write two human interest personality feature stories. Students will complete their feature stories as directed by the instructor. Story must be copy-edited and must meet standards for publication in a military newspaper. Students are graded in accordance with the IPC Grading Checklist. Students must also attain a score of 70 percent on a written exam for Functional Area 2.

REFERENCES: *The Complete Book of Feature Writing*, Leonard Witt; *Write to be Read*, Benton Rain Patterson; Associated Press Stylebook; DOT-PAD Writing Features Handbook; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:(8L,PE,EP,EW)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL IMAGING AND PRODUCT SOFTWARE

TPFN: DINFOS-IPC-003-001-

UNIT TITLE: Introduction to Electronic Imaging (EI)

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S):

001	Identify and describe the uses of electronic imaging.
002	Discuss history of electronic imaging.
003	Explain EI terminologies.
004	Compare and contrast conventional photographic processes and EI process.

SUMMARY OF INSTRUCTION: This instruction explains the historic applications of electronic imaging and the advantages and disadvantages of the technology. Students are introduced to EI terms and the new technology. A comparison is made between conventional photographic process and electronic images. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: *Electronic Imaging Student Guide*, DINFOS Digital Multimedia Course

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: Students will be briefed on electronic imaging lab procedures and safety guidelines.

FUNCTIONAL AREA 3
DIGITAL IMAGING and PRODUCT SOFTWARE

TPFN: DINFOS-IPC-003-002-

UNIT TITLE: Electronic Imaging Ethics

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S):

001	Determine ethical uses of electronic imaging.
002	Compare image enhancement to image manipulation.
003	Explain ethical considerations when using EI tools and processes.
004	Explain the copyright issues regarding EI images.
005	Cite current DoD regulations regarding manipulation of EI images.

SUMMARY OF INSTRUCTION: This class examines ethics as they relate to electronic imaging. Further discussions center around the enhancement of images versus manipulation, and cite examples of electronic manipulation that have occurred in the past. Instruction explains DoD directive guidelines, which prohibits alteration of all official DoD imagery and discusses basic rules of manipulation. Students will receive a copy of a current DoD regulation regarding image manipulation. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: *Alteration of Official DoD Imagery*, DoD Directive 5040.5 , August 1995; *Photography*, Upton and London; *Ethics and Policies*, DINFOS Digital Multimedia Course

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL IMAGING and PRODUCT SOFTWARE

TPFN: DINFOS-IPC-003-003-

UNIT TITLE: EI Station Basic Operations

TPFN HOURS AND TYPE: .5L; .5PE

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S):

001	Demonstrate through performance exercise proper procedures in setting up and operating an EI station.
002	Apply basic understanding of how EI images are used in conjunction with EI equipment.
003	Discuss and demonstrate use of image data base management software.
004	Demonstrate how to output files to recordable media.
005	Describe and demonstrate how to output files to JCCC.
006	Demonstrate procedures to input images from CD-ROM, film and flatbed scanners.

SUMMARY OF INSTRUCTION: Students receive instruction in the basic operation of an electronic imaging station and its system software. Students receive a demonstration and hands-on instruction on the use of the system. Students receive instruction on how to use image data base management software; how to output files to recordable media; how to output files to an image setter or service bureau; and procedures to input images from CD-ROM, film and flatbed scanners. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must also complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: Macintosh Desktop Computer User's Manual, Apple Computer;
Macintosh System 10 User's Guide, Apple Computer

INSTRUCTOR/STUDENT RATIO: 1:16(L,PE))

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL IMAGING and PRODUCT SOFTWARE

TPFN: DINFOS-IPC-003-004-

UNIT TITLE: Digital Camera Systems Operations

TPFN HOURS AND TYPE: 2L;12.5PE

TPFN TOTAL HOURS: 14.5

PREREQUISITE TPFN: DINFOS-IPC-003-003-

TASK(S):

001	Set up digital cameras.
002	Demonstrate digital camera systems operations.
003	Retrieve images from a digital camera.
004	Demonstrate saving archived images to a folder.

SUMMARY OF INSTRUCTION: Students receive instruction in the major parts of the digital camera system. They will demonstrate proper operation of the digital camera system during a practical exercise assignment in the field. Students will produce an 11x17 tabloid picture page layout of images captured with the digital camera. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: Nikon D1 User's Manual; Nikon SB28DX Instruction Manual

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: Students will be briefed on the safe handling of the Nikon D1 camera.

FUNCTIONAL AREA 3
DIGITAL IMAGING and PRODUCT SOFTWARE

TPFN: DINFOS-IPC-003-005-

UNIT TITLE: Adobe Photoshop

TPFN HOURS AND TYPE: 1L; 1PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S):

001	Describe Adobe Photoshop functions.
002	Demonstrate proper image enhancement techniques.
003	Discuss and demonstrate image compression techniques.
004	Produce a final image for critique.

SUMMARY OF INSTRUCTION: Students receive instruction on Adobe Photoshop tools and menu commands. Instructors will demonstrate functions of each tool and menu command as it pertains to image enhancement and their relationship to conventional darkroom techniques. Instructors will also demonstrate options in compressing electronic images. Students must also complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: Adobe Photoshop User's Guide; Adobe Photoshop Tutorial

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL IMAGING and PRODUCT SOFTWARE

TPFN: DINFOS-IPC-003-006-

UNIT TITLE: Adobe Photoshop Exercise

TPFN HOURS AND TYPE: 1PE

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: DINFOS-IPC-003-005-

TASK(S): 001 Demonstrate use of specific Photoshop tools on B&W images.
002 Demonstrate use of specific Photoshop tools on color images.

SUMMARY OF INSTRUCTION: Students are provided with three damaged images. Students will demonstrate proper enhancement techniques by using the proper Adobe Photoshop tools and menu commands. Students will produce a final print and will be graded in accordance with guidelines in the EI Student Handout and IPC Grading Checklist.

REFERENCES: Adobe Photoshop User's Guide; Adobe Photoshop Tutorial; Electronic Imaging Student Guide

INSTRUCTOR/STUDENT RATIO: 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL IMAGING and PRODUCT SOFTWARE

TPFN: DINFOS-IPC-003-007-

UNIT TITLE: EI Darkroom Techniques

TPFN HOURS AND TYPE: .5D; .5PE

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: DINFOS-IPC-003-001, DINFOS-IPC-003-003, DINFOS-IPC-003-004

TASK(S):

001	Use film scanner to scan images.
002	Perform color balance and calibration techniques.
003	Enhance each image.
004	Save each image.

SUMMARY OF INSTRUCTION: This instruction enables the student to operate the film scanner and its software. Using negatives from previous exercises, students will scan their images, enhance each image as required and save each of the images in accordance with established criteria discussed during classroom instruction. Students will produce a final print which will be evaluated on a pass or fail basis in accordance with guidelines in the IPC Grading Checklist. Students must also complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: Kodak RFS 2035 Film Scanner User's Guide; Mikrotec User's Guide; EI Student Handout

INSTRUCTOR/STUDENT RATIO: 1:16(D);1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL IMAGING AND PRODUCT SOFTWARE

TPFN: DINFOS-IPC-003-008-

UNIT TITLE: Transmitting/Receiving Images

TPFN HOURS AND TYPE: 2L; 1D; 1PE

TPFN TOTAL HOURS: 4

PREREQUISITE TPFN: DINFOS-IPC-003-003

TASK(S):

001	Explain evolution of image transmission.
002	Define VIRIN catalog system.
003	Discuss hardware and software needed to transmit/receive.
004	Access Joint Combat Camera Command via Internet.
005	Download and upload images from/to Joint Combat Camera Command via the Internet.
006	Explain DoD requirements of imagery accession.

SUMMARY OF INSTRUCTION: This instruction guides students in preparing images captured with a digital camera for transmission via modem or satellite. It discusses telecommunications hardware and software needed to transmit digital images. Students will select images for transmission; enhance selected images in Adobe Photoshop; and transmit images via modem using Timbuktu Remote software. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must also complete required reading and attain a score of 70 percent on a written exam at the end of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: Adobe Photoshop User's Guide; Electronic Imaging Student Guide, 6th edition; Kodak RFS 2035 Film Scanner User's Guide; Mikrotec User's Guide

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(D,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 3
DIGITAL IMAGING AND PRODUCT SOFTWARE

TPFN: DINFOS-IPC-003-009-

UNIT TITLE: Desktop Publishing

TPFN HOURS AND TYPE: 1D; 1PE

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: DINFOS-IPC-003-003, DINFOS-IPC-003-005

TASK(S): 001 Demonstrate use of desktop publishing applications.
002 Demonstrate the use of desktop publishing design tools.

SUMMARY OF INSTRUCTION: This instruction explains and demonstrates desktop publishing tools and their applications. Students will use this knowledge to produce a picture page, picture group/essay, picture story double-truck and a picture story three-board layout in subsequent assignments. Students will produce a final print which is graded in accordance with guidelines in the IPC Grading Checklist. Students must also attain a score of 70 percent on a written exam at the end of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: Adobe Page Maker User's Guide and all previous references listed

INSTRUCTOR/STUDENT RATIO: 1:16(D);1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-001-

UNIT TITLE: Color Photography

TPFN HOURS AND TYPE: 1L; 9PE

TPFN TOTAL HOURS: 10

PREREQUISITE TPFN: None

TASK(S): 001 Describe the concepts and elements of color photography.
 002 Explain the major factors which affect color exposure.
 003 Shoot a specific theme.

SUMMARY OF INSTRUCTION: Students receive instruction on the concepts of primary and secondary colors; comparison between additive and subtractive color systems; color balance, color temperatures and degrees Kelvin; major types of color reversal film and the light sources for which they are balanced. They will list the filters used to correct color balance and explain their use. Students receive instruction on the major factors which affect exposure and should be considered when shooting color reversal film. Students will shoot, but not process film on assigned subjects, which will be presented in vertical and horizontal format. Students are evaluated on a pass or fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: *Successful Color Photography*, Feininger; *Photography*, Upton and London; *Photography*, Davis; *Color, Time-Life*; *Color*, Kodak Library of Creative Photography; *Color Dataguide*, Kodak; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:8(L,PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-002-

UNIT TITLE: Visual Communications

TPFN HOURS AND TYPE: 2L

TPFN TOTAL HOURS: 2

PREREQUISITE TPFN: None

TASK(S):

001	Identify and describe key terms, concepts and elements of visual communications.
002	Apply the elements of composition and news value within the framework of visual communications.
003	Evaluate a series of images for their use of elements of visual communications.

SUMMARY OF INSTRUCTION: Students receive instruction identifying and describing key terms, concepts and elements of visual communications; applying the elements of composition and news value within a framework of visual communications and evaluating a series of images for their use of the elements of visual communications. . Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: *The Perfect Photograph*, Feininger; *Photojournalism: The Professional's Approach*, Kobre; *Photography*, London and Upton; *Photography*, Davis; *Creative Darkroom Techniques*, Eastman Kodak Company; *Photojournalism 2*, National Press Photographers Association; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-003-

UNIT TITLE: Publication and Market Research

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S): 001 Explain the need to research media outlet submission requirements.
002 Research internal and external publications that subscribe to stories involving military personnel.

SUMMARY OF INSTRUCTION: Students receive instruction on DOD policy regarding use of government equipment and facilities, release authority, market research and general submission guidelines for these publications. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: *Gales Directory of Publication and Broadcast Media*; Newspaper Directory, *Working Press of the Nation*; *Photographer's Market*; Magazines: *Soldiers*; *Airman*; *All Hands*; *Coast Guard*; *Marines*; DoD Directive 5230.9, April 9, 1996, *Clearance of DoD Information for Public Release*

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-004-

UNIT TITLE: Feature Pictures

TPFN HOURS AND TYPE: 1L; 14PE

TPFN TOTAL HOURS: 15

PREREQUISITE TPFN: All Previous TPFNs except DINFOS-IPC-004-003 in FA4

- TASK(S):**
- | | |
|-----|---|
| 001 | Explain characteristics and concepts basic to personality feature pictures. |
| 002 | Evaluate a series of slides to identify personality feature picture qualities. |
| 003 | List the steps in the research, planning and shooting of a personality feature picture. |
| 004 | Shoot, select, and produce an 8 x 10 personality feature using EI darkroom and Adobe Photoshop application. |
| 005 | Write an accompanying human interest personality story. |

SUMMARY OF INSTRUCTION: Students receive instruction on the characteristics and concepts basic to feature picture photography. The students are introduced to the characteristics of feature pictures and the two basic types of feature pictures. They will evaluate a set of slides to identify feature picture qualities, and list the steps in the research, planning and shooting of a feature picture. Students are required to apply this information in combination with information, techniques and skills learned in previous programmed texts. They will shoot, process and print an 8x10 personality feature picture, and write accompanying copy as directed by the instructor. Students are graded in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: *Photojournalism: The Professional's Approach*, Kobre; *Creative Darkroom Techniques*, Eastman Kodak Company; *Photojournalism 2*, National Press Photographers Association; *The Associated Press Photojournalism Stylebook*; *The Associated Press Stylebook*

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-005-

UNIT TITLE: Multiple Flash

TPFN HOURS AND TYPE: 1D

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: All Previous TPFNs except DINFOS-IPC-004-003 in FA4

TASK(S):

001	Discuss maximum use of single flash using bounce and off-camera techniques.
002	Discuss reasons for multiple flash.
003	Define terms used for multiple lighting arrangements.
004	Explain light ratios and light direction.
005	Explain multiple flash combinations.

SUMMARY OF INSTRUCTION: Students receive further instruction on the use of single flash with emphasis on off-camera techniques. A more thorough discussion is offered on non-studio arrangements involving two flashes and terms used in these set ups; such as main, fill and background. Light ratios are explained as well as light direction. Examples and demonstrations of slave units, light meters, bounce cards, reflectors and remote sensors are provided to students for greater understanding of professional lighting techniques for photojournalists. For greater clarity, students are shown examples and given technical data for a combination of lighting arrangements such as window and flash, two flashes and flash and minislave unit. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: *Basic Guide to Photography*, Petersen; *Photography*, London and Upton; *Photography*, Davis; Nikon D1 User's Manual; Nikon SB28 Electronic Flash Manual; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(D)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-006-

UNIT TITLE: Environmental Portrait

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: All Previous TPFNs except DINFOS-IPC-004-003 in FA4

TASK(S):

001	Define environmental portrait as it compares to a feature picture.
002	Explain compositional elements needed for a successful portrait, e.g., background, light quality and direction.
003	Discuss non-verbal clues which reveal subject's personality, e.g., face, hands, body language.
004	Examine case study of a professional portrait photographer.

SUMMARY OF INSTRUCTION: Students receive instruction on the fundamental elements of portrait photography as it applies to photojournalists. Emphasis is on non-studio setups, available light, single flash, multiple flash, or combination techniques. Although the subject is featured in his or her environment, action is not of primary concern. Students are taught to pay particular attention to background composition and to experiment with different lighting techniques, including high-key, low-key, side, and Rembrandt lighting. Students are also instructed on non-verbal clues which reveal the subject's manner, such as the face, the eyes, hands, and body language. In addition to equipment concerns, students are encouraged to relax the subject for a more natural photograph. A case study of a well-known portrait photographer is designed to stimulate students' imagination and serve as aesthetic base for subsequent assignments. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: *One Mind's Eye*, Arnold Newman; *Basic Guide to Photography*, Petersen, Upton and London, 6th edition; *Photography*, Davis; Nikon D1 User's Manual; Nikon SB28 Electronic Flash Manual

INSTRUCTOR/STUDENT RATIO: 1:16(L)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-007-

UNIT TITLE: Sports Photography

TPFN HOURS AND TYPE: 1L; 14PE

TPFN TOTAL HOURS: 15

PREREQUISITE TPFN: All Previous TPFNs except DINFOS-IPC-004-003 in FA4

- TASK(S):**
- 001 Explain specialized equipment and techniques used in sports photography.
 - 002 List four camera accessories commonly used in sports photography.
 - 003 List three advantages of wide-angle lenses.
 - 004 State two major problems encountered in sports photography and provide common solutions.
 - 005 Shoot, select, and produce an 8 x 10 digital sports image using EI darkroom and Adobe Photoshop applications.
 - 006 Write a normal caption to accompany a sports photo.

SUMMARY OF INSTRUCTION: Students receive instruction on specialized equipment and techniques used in sports photography. The students will list four camera accessories commonly used in sports photography; list three advantages of wide-angle lenses; state two major problems encountered in sports photography and common solutions to each. Students are required to apply this specialized instruction in future modules, to include push processing. Students will shoot, process and print an 8 x 10 sports photograph and write a normal outline. Students are graded in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: All previous references

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-008-

UNIT TITLE: Magazine Cover

TPFN HOURS AND TYPE: 1L; 12.5PE

TPFN TOTAL HOURS: 13.5

PREREQUISITE TPFN: All Previous TPFNs except DINFOS-IPC-004-003 in FA4

TASK(S):

001	Explain specialized requirements of a magazine cover photograph.
002	Design and illustrate a magazine cover with instructor's approval.
003	Shoot, select, and produce a digital magazine cover image using EI darkroom and Adobe Photoshop applications.
004	Select, scan, and produce a magazine cover using EI darkroom and Adobe Photoshop applications.
005	Write an accompanying caption for the magazine cover.

SUMMARY OF INSTRUCTION: Students receive instruction discussing specialized requirements for a magazine cover photograph, the purpose of a magazine cover photograph, and the three photo requirements for magazine covers. Students will apply this instruction in conjunction with information, techniques and skills learned in previous modules. Students will design and illustrate their ideas for magazine covers and have the instructor approve their ideas prior to shooting this assignment. Students will shoot their magazine cover photographs with color slide film. Magazine cover photos must meet the requirements for use on the cover of a selected magazine publication and must have an accompanying outline. Students are graded in accordance with IPC Grading Checklist. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: All previous references listed

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-009-

UNIT TITLE: News Photography

TPFN HOURS AND TYPE: 1L; 14PE

TPFN TOTAL HOURS: 15

PREREQUISITE TPFN: All Previous TPFNs except DINFOS-IPC-004-003 in FA4

TASK(S):

001	Explain specialized requirements of a news photograph.
002	Shoot, select, scan and produce an 8x10 digital news image using EI darkroom and Adobe Photoshop applications.
003	Write an accompanying caption.

SUMMARY OF INSTRUCTION: This instruction explains the concepts and techniques of spot news photography; cites examples of events which often require on-the-spot news coverage; and lists five procedures the photojournalist can use to be prepared for news coverage. Students are required to apply this specialized instruction in conjunction with information, techniques and skills learned in previous modules of instruction. Students will shoot, process and print a news photo within a prescribed amount of time. Students are graded in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: *Moments: The Pulitzer Prize Photographs*, Leekley; all previous references

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-010-

UNIT TITLE: Mechanics of Layout and Design

TPFN HOURS AND TYPE: 1L

TPFN TOTAL HOURS: 1

PREREQUISITE TPFN: None

TASK(S):

- 001 Discuss magazine layout and design techniques.
- 002 Demonstrate proper application of basic layout and design.

SUMMARY OF INSTRUCTION: Students receive instruction on the basic concepts and techniques of layout and design; the guidelines to be used in preparing layouts; how to identify, list and evaluate layout and design elements in a series of exercises provided to the students; and how to select photos, prepare a thumbnail sketch and design one double-truck and one tabloid layout. The layout must demonstrate the proper application of basic layout and design elements and techniques. This instruction also introduces students to the fundamentals of magazine layout and design techniques. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must complete required reading and attain a minimum grade of 70 percent on a written exam at the completion of Functional Area 4 (DINFOS-IPC-004-011).

REFERENCES: *Modern Newspaper Design*, Arnold; *Graphics of Communication*, Turnbull; *The Newspaper Designer's Handbook*, Harrower; IPC Grading Checklist

INSTRUCTOR/STUDENT RATIO: 1:16(L); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-011-

UNIT TITLE: Picture Page Fundamentals

TPFN HOURS AND TYPE: 1L; 31PE; 1EW

TPFN TOTAL HOURS: 33

PREREQUISITE TPFN: All previous TPFNs in FA4

TASK(S):

001	Research, arrange, and script a picture story.
002	Research, arrange, and script a picture group or essay.
003	Demonstrate proper picture editing and selection.
004	Apply layout and design concepts.
005	Shoot, select, scan, and produce a digital layout using EI darkroom, Adobe Photoshop, and PageMaker applications.
006	Write accompanying story.
007	Write accompanying captions for selected photos.
008	Complete written exam for Functional Areas 3 and 4.

SUMMARY OF INSTRUCTION: This instruction explains the concepts and techniques of planning and preparing picture stories; states the characteristics and identifies examples of picture stories and describes their format and content. Students will apply the techniques and skills learned in previous modules of instruction to plan, shoot and produce one picture story and one picture group or essay. Layout will be done as specified by the instructor. Students demonstrate picture editing and selection by choosing the appropriate amount of photos to convey their subject's story. Once a student's picture story layout has been approved by an instructor, the student will scan the selected images and produce a picture story page in the electronic imaging lab. Students are evaluated on a pass/fail basis in accordance with the IPC Grading Checklist. Students must and attain a minimum grade of 70 percent on a written exam for Functional Areas 3 and 4.

REFERENCES: *Picture Editing and Design*, Hampton & McDougall; *Modern Newspaper Design*, Arnold; *The Associated Press Stylebook*; *Photography*, Davis; *Photography*, Upton & London; DINFOS Feature Writing Booklet

INSTRUCTOR/STUDENT RATIO: 1:16(L,EW); 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 4
PHOTOJOURNALISM THEORY and APPLICATION

TPFN: DINFOS-IPC-004-012-

UNIT TITLE: Final Exercise for Publication

TPFN HOURS AND TYPE: 67PE

TPFN TOTAL HOURS: 67

PREREQUISITE TPFN: All previous Functional Area 4 TPFNs

TASK(S): 001 Research, arrange, script a three-board picture story layout.

SUMMARY OF INSTRUCTION: Students prepare a shooting script for a three-board picture story layout. Students shoot, process and print selected photos for the layout. They will design and lay out the selected photos and copy block. Students will write a personality feature story (2 ½ - 3 ½ pages) and cutlines. When the instructor has approved the student's picture group or essay layout, the student will scan the selected images and produce a picture story page in the electronic imaging lab. The final product must be acceptable for publication and demonstrate the cumulative skills and techniques learned during this course. Students are graded in accordance with the IPC Grading Checklist.

REFERENCES: All previous references listed.

INSTRUCTOR/STUDENT RATIO: 1:8(PE)

SAFETY FACTORS: N/A

FUNCTIONAL AREA 5
Course Administration

TPFN: DINFOS-IPC-005-001-

UNIT TITLE: Course Administration

TPFN HOURS AND TYPE: 7AD

TPFN TOTAL HOURS: 7

PREREQUISITE TPFN: None

TASK(S): 001 In-processing.
 002 Course Critique
 003 Outprocessing.
 004 Graduation.

SUMMARY OF ACTIVITIES: Self-explanatory.

REFERENCES: DINFOS Policy and Procedures Manual

INSTRUCTOR/STUDENT RATIO: N/A

SAFETY FACTORS: N/A